



THE CITY OF SAN DIEGO

REQUEST FOR PROPOSALS
FOR THE
CITY OF SAN DIEGO
WINTER SHELTER PROGRAM

CITY OF SAN DIEGO
COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT
COMMUNITY SERVICES DIVISION
CIVIC CENTER PLAZA, SUITE 924
1200 THIRD AVENUE
SAN DIEGO, CA 92101

PROPOSALS ARE DUE NO LATER THAN FRIDAY, APRIL 26, 2002, BY 4:00PM

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DEFINITIONS

For the purposes of this Request For Proposal (RFP), the following terms shall have the meanings indicated:

- “City” means the City of San Diego.
- “City Council” means the Council of the City of San Diego as defined in Section 12 of the Charter of the City of San Diego, California, as amended since adoption on April 7, 1931.
- “Community Services Division” means the Division that is responsible for administering and monitoring the Program for the City pursuant to authority granted to the City Manager by the City Council.
- “Contractor” means the agency or entity that will operate the Program.
- “Program” means the Winter Shelter Program.
- “Program Budget” means the total amount of money allocated and available to fund the Program.
- “Sprung Structure” means the structure that houses the temporary emergency shelter.
- “Subcontractor” means any entity, other than the City, that provides supplies or services, other than office space, standard commercial supplies, or printing services, to the Contractor.
- “Winter Shelter Program” means the Program that provides temporary emergency shelter to 200 single homeless adults (150 males and 50 females) and to 150 single homeless veterans.

INTRODUCTION

The City of San Diego (City) is seeking proposals from qualified nonprofit social services agencies to operate the 2002/2003 Winter Shelter Program. The Program consists of two distinct shelter programs. 1) a temporary emergency shelter for 200 homeless single adults (150 males and 50 females) and 2) a 150-bed emergency shelter for homeless single veterans. A separate proposal must be completed for each shelter program. The City will consider proposals for both the operation of both shelter programs by the same proposer. However, subcontracting the program operations of either shelter program to another agency ***will not*** be permitted. Collaborations and subcontracts involving social services, food service, and other adjunct services are acceptable and encouraged.

It is anticipated that approximately \$327,000 will be available for the operation of the 2002/2003 Winter Shelter Program of which \$182,000 will be available for the operation of the single adult Shelter and \$145,000 for the operation of the Veterans Shelter. At the sole discretion of the City, the Program may be eligible for renewal by the same Contractor for three consecutive years before re-bidding.

This Request For Proposals (RFP) describes the required scope of services, including shelter operations and a delineated range of supportive services. Failure to submit information in accordance with these requirements will be cause for disqualification.

EQUAL OPPORTUNITY

It is the policy of the City to provide equal opportunity to all candidates when selecting contractors to provide public services. Contractors with the City are expected to be equal opportunity employers.

As part of this proposal, Contractor shall provide to the City a list of all instances within the last ten years where a complaint was filed or pending against Contractor in a legal or administrative proceeding alleging that Contractor discriminated against its employees, subcontractors, vendors or suppliers. A description of the status or resolution of that complaint, including any remedial action taken is required.

BACKGROUND

The City has contracted with nonprofit service providers to operate an inclement weather/seasonal shelter program for the past 15 years. Since 1997 the Program has provided two (2) Sprung Structures that provides temporary emergency shelter to homeless single adults and homeless veterans. For the past five years, the single adult shelter has been located on Newton Avenue north of 16th Street and the veterans shelter has been located in the Midway / Point Loma Area. The Program operates from mid-December through mid-March.

SCOPE OF SERVICES

Project Goal

The goal of the Program is providing temporary emergency shelter for 200 homeless single adults (150 males and 50 females) and 150 homeless single veterans.

City-Provided Service

- The City will provide 1) a 180' x 60' Sprung Structure to house the 200 homeless single Adults and 2) a 140' x 60' Sprung Structure to house the 150 homeless veterans.

- The City will determine the site location for each Sprung Structure and will coordinate the setup of any necessary infrastructure for utilities.
- The City will provide beds, mattresses, blankets, fire extinguishers and a fire alarm system for each Structure. However, the Contractor will be responsible for transporting and assembling bunk beds and other equipment at each Structure.
- The City will provide electricity and water to the Sprung Structure; the City will pay said utilities.
- The City will erect and dismantle the two (2) Sprung Structures.

Contractor-Provided Services

- Contractor will provide sufficient staffing and services to accommodate 24-hour operations for either the 200-bed single adult shelter and/or 24-hour operation of the 150-bed veteran's shelter. Twenty-four hour coverage including security will be required for both programs.
- An intake and assessment will be conducted for each client requesting shelter and clients requiring services that are not provided by the Contractor will be referred to the most appropriate social service agency based on the client's needs, the availability of facilities, and accessibility.
- Contractor will maintain drug and alcohol-free facilities and shall not condone the illegal use, possession, or distribution of drugs or alcohol.

The Contractor will provide the following services for each shelter:

- Laundering blankets and other linens on a regular basis
- Two on-site meals per person, per day
- Janitorial and routine maintenance
- Employment, health, and social service referrals where appropriate
- Trash pickup and disposal
- On-site shower facilities, restrooms and portable sinks
- On and/or off-site testing for tuberculosis
- Contractor will organize periodic housing and employment fairs that encourage clients to take advantage of permanent housing opportunities and to find employment.

- Contractor will provide adequate staffing to ensure the security of the site, clients, volunteers, and others who may come in contact with the emergency shelters. A fire escape emergency plan must be developed and a fire watch maintained at all times.
- A liaison will be assigned by Contractor to coordinate security issues with the San Diego Police Department and the City.
- Contractor will designate a site representative who will be available to address issues that may arise during the course of the contract.
- At the end of the contract period, Contractor will return the Sprung Structures and equipment to the City of San Diego in the same condition as received less normal wear and tear associated with operating the Program. Fire extinguishers will be charged, and blankets will be laundered before being returned.
- Contractor will be responsible for providing telephones and computers at each Structure.
- Contractor will develop and post client house rules and regulations in each Structure.

The City reserves right to expand on this list of Contractor provided services.

PROJECT RECORDS

Contractor shall perform an intake assessment on each unduplicated client served.

Statistical reports will be prepared at the end of the contract period and submitted to the City as part of the overall program evaluation. Sufficient intake information is to be obtained to perform an assessment of the client's needs. (See Program Evaluation below for details.)

Client's progress through the Regional Continuum of Care System is to be tracked when possible and outcome summarized as part of the final report.

CONFIDENTIALITY

City and Contractor will agree to maintain confidentiality of any information regarding applicants, project participants or their families which may be obtained through application forms, interviews, test, reports, or any other source. However, it is agreed that the contractor or contractor's agency may release information regarding or provide access to, applicants, project participants or their families in the following circumstances:

- a release of information or other written consent is obtained from the applicant or project participant; and
- client information is only provided to the City's Homeless Outreach Team (HOT), County of San Diego or other appropriate service providers. Such information shall be divulged for purposes related to the best interest of the participant, the audit, and evaluation of the Agreement, and then only to persons having responsibilities under the Agreement, including those furnishing services to the program under subcontract.

PROGRAM EVALUATION

Contractor shall submit three narrative reports for each program, which summarize the programmatic goals accomplished during the contract period of the 2002/2003 Winter Shelter Program. The first reports will be submitted by February 1, 2003 and will reflect the first 30 days activity at each site. The second report is to be submitted by April 25, 2003. A final report is to be submitted by July 31, 2003. Client data will be collected in an electronically reportable form and include demographic and personal information.

This data will be transmitted regularly to the Regional Task Force on the Homeless – Homeless Information System as well as submitted to the City in report form. All reports are to include observations and recommendations for improvement of future year's efforts and other information that would document the effort and accomplishments for the program.

PROPOSAL REQUIREMENTS

Proposals submitted in response to this RFP shall be in the following order and shall include:

- Applicant Information (one page)
- Agency Experience (one page)
- Leveraging and Collaborations (one page)
- Project Narrative (four pages)
- Project Budget (one page)
- Proof of agency's 501(c)(3) status
- Copy of agency's most recent Audit

- List of Board of Directors
- Agency Organizational Chart
- Example of Program Intake Form and House Rules

SUBMITTAL REQUIREMENTS

One (1) executed original, clearly marked on the cover, and six (6) copies of the proposal shall be submitted. The proposal must be signed by an individual or individuals authorized to execute legal documents on behalf of the agency.

Proposals are due no later than Tuesday, April 26, 2002 by 4:00 p.m. at:

City of San Diego
Community and Economic Development Department
Community Services Division
1200 Third Avenue, Suite 924
San Diego, CA 92101
Attn: Ron Thurlow

No Proposal will be considered or accepted if submitted after the deadline .

Proposals are to be submitted in sealed packages with the following information clearly marked on the outside of each package:

- Name of the Applicant Agency
- Project title: Winter Shelter Program and specify whether the application is for the operation of the “Single-Adult Shelter”, the “Veterans Shelter”

Proposals not compliant with the requirements of this RFP will be considered “NON-RESPONSIVE”, and will be disqualified from further consideration.

PRE-SUBMITTAL ACTIVITIES

Questions Concerning Request for Proposals

All questions regarding this RFP should be addressed to Ron Thurlow, Homeless Services Administrator at e-mail address: rthurlow@sandiego.gov.

All questions should be presented as soon as possible, but no later than the pre-proposal meeting referred to below.

Pre-Proposal Meeting

A pre-proposal meeting will be held on Tuesday, April 9, 2002, from 9:00 p.m. to 11:00 p.m. at the Civic Center Plaza, 9th Floor Conference Room, 1200 Third Avenue, San Diego, CA 92101.

Revision to the Request for Proposals

The City reserves the right to revise and /or extend the RFP prior to the date that Proposals are due. Revisions to the RFP shall be faxed and/or emailed to all parties that received a copy of the RFP. Follow up phone calls will be made to proposers to ensure information regarding revisions has been received.

SELECTION PROCESS

City staff will review each application. Those applications, which meet the minimum standards set forth in the RFP, will be selected for further review. A Proposal Review Panel will be established for the purpose of reviewing those proposals and making a selection recommendation to the City Manager. This panel will be comprised of City staff and community members who do not have a stake in the outcome of the selection process.

The City Manager's recommendations will be forwarded to the City Council for final approval.

TIMETABLE

The City anticipates that the process for recommending and selecting Contractor(s) will be according to the following schedule:

- April 9, 2002 - Pre-proposal Meeting:
- April 26, 2002 - Proposal Due Date:
- May 10, 2002 - Proposal Review Panel makes selection and sends recommendations to the City's Land Use and Housing Committee.
- May 29, 2002 – Proposal Review Panel selection recommendation reviewed at Land Use and Housing Committee meeting.

- June 11, 2002 – Land Use and Housing Committee selection recommendation forwarded to City Council for final approval.

SPECIAL CONDITIONS

Reservations

This RFP does not commit the City to award a contract, to defray any costs incurred in the preparation of a Proposal pursuant to this RFP or to procure or contract work.

Right To Cancel

The City reserves the right to cancel or revise, in part or in whole this RFP including, but not limited to, selection schedule, submittal date, and submittal requirements. If the City cancels or revises the RFP, all parties that received a copy of the RFP will be notified.

Public Records

All proposals submitted in response to this RFP become the property of the City, and are considered public documents and, as such, may be subject to public review.

Additional Information

The City reserves the right to request additional information and/or clarifications from any or all proposers.

Public Information

Release of Public Information - Selection Announcements, Contract Awards, and all data provided by the City may not be protected from public disclosure.